



Community Impact Management

# Agency Training Manual

## United Way of East Central Iowa

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## Accessing e-CImpact

Requirements: All you need to access e-CImpact is a computer, smartphone, or tablet with an internet connection and a current version of a web browser (example: Microsoft Edge, Firefox, Chrome, Safari).

To access the e-CImpact website, go to:

Direct access to the Agency Site is: <https://agency.e-cimpact.com/login.aspx?org=17080>

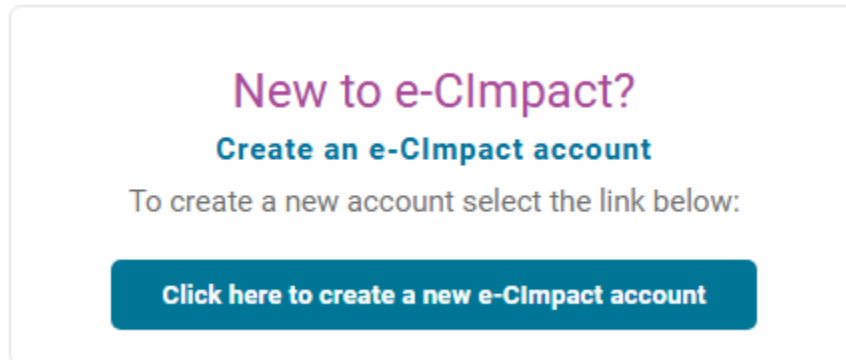
Bookmark the address to easily access e-CImpact in the future.

**Note: your specific site may differ slightly from the images in this manual, depending on which features are being used and potential site updates.**

## Registering a New Agency

All agencies will need to create an e-CImpact profile. If you are a current United Way of East Central Iowa Partner Agency through the Community Impact Partner Fund or Women United Fund you can access your agency profile by following the sign in instructions on Page 8.

**Step 1:** From the Agency Site login page, select 'Click here to create a new e-CImpact account'



**Step 2:** Read all directions carefully, then click 'Next' to continue with your registration process

**United Way of  
East Central Iowa**



### UNITED WAY OF EAST CENTRAL IOWA

Welcome to the United Way of East Central Iowa Agency Registration Page. In order to access any of the current funding opportunities, you must first register your Agency. Once approved, you will receive an email with your login information.

If you have any questions, please contact [communitybuilding@uweci.org](mailto:communitybuilding@uweci.org).

**Next**

[Cancel and Return to Login Page](#)

**Step 3:** Enter EIN. e-Cimpact will validate the EIN provided against the [IRS Exempt Organizations Business Master File \(EO BMF\)](#) database.

## United Way of East Central Iowa



### UNITED WAY OF EAST CENTRAL IOWA

#### United Way of East Central Iowa Agency Registration

**i** Fields marked with an \* are required fields.

Please complete the requested information below then click the 'Next' button in the bottom right corner of this page.

#### Agency Account Information

EIN:\*

**Please use your email address as your username.**

If you have any questions, please contact [communitybuilding@uweci.org](mailto:communitybuilding@uweci.org).

Previous

Next

[Cancel and Return to Login Page](#)

**Step 4:** Enter all agency information and continue to the next page. e-CImpact will autofill some information based on the IRS database the EIN is validated with.

The screenshot shows the e-CImpact registration form. On the left side, there is the e-CImpact logo and a section titled '\* ORGANIZATION NAME'. Below this is a sub-section '\* Organization Name Agency Registration' with a blue box containing an information icon and the text 'Fields marked with an \* are required fields.' Below this is the instruction 'Enter registration information to create an e-CImpact account.' The form is divided into several sections: 'Agency Account Information' with fields for EIN, Agency Name, and Website URL; 'Address' with fields for Address Type, Address Line 1, Address Line 2, City, State, and Zip Code; 'Email Address' with fields for Email Address Type and Email Address; 'Phone Number' with fields for Phone Number Type and Phone Number; 'Primary Contact Information' with fields for Contact Type, First Name, and Last Name; and 'Preferred Login' with fields for Preferred User Name, Password, and Confirm Password. At the bottom of the form are buttons for 'Previous', 'Next', and 'Cancel and Return to Login Page'.

**All Lines with Asterisks are required. PLEASE USE YOUR EMAIL AS YOUR USERNAME. Please reach out to UWECL if you have any questions.**

**Step 5:** Review all agency information entered and click 'Next'.



**Step 6:** Select the desired funding opportunity and continue to next page.

Please review the list of currently available Requests for Proposals (RFP) below

Select an RFP from the list to request an application. Some RFPs may require pre-qualification information be provided.

### Community Impact Partner Fund

FY2027-FY2029



#### Letter of Intent

**Funding:** Submission of this letter indicates an organization is interested in full participation in the United Way of East Central Iowa FY2027 - FY2029 funding process and would like to be invited to submit an application for the Community Impact Partner Fund. The Women United Fund for Access to Women's Healthcare can be applied for within the Community Impact Partner Fund. This fund is dedicated to providing patient navigation and to reduce barriers to women's overall health.

**Process:** Letters of Intent will be reviewed by UWECI staff and invitations to apply will be sent by November 24th, 2025. Directions for Submitting the Request for Proposal will be given at this time.

[Previous](#)


[Next](#)


[Cancel and Return to Login Page](#)

**Step 7:** Answer all qualification questions and proceed to the next page.

*Note: If your agency passes the initial qualification questions, you will move forward to confirm your registration. In the event your agency does not qualify, you will be provided information on who to contact with any questions.*

## Eligibility Requirements

 Fields marked with an \* are required fields.

 To be eligible for United Way funding through the Community Impact Partner Fund and Women United Fund organizations must demonstrate they are able to meet all the following requirements.

### The entity must:

Be a 501(c)3 entity or an accepted entity that operates for charitable purposes in the area of health and human services;\*

Preview Mode ▼

Serve residents of one of the five counties in United Way of East Central Iowa's service area (Benton, Cedar, Iowa, Jones, Linn)\*


Preview Mode ▼

Be governed by an active, nonsectarian, voluntary board of directors or its equivalent, consisting of members of the general community\*

Preview Mode ▼

Maintain at least one half-time FTE staff (20 hours per week)\*

Preview Mode ▼

 I have read and agree to meet all applicable provisions of the partner agency agreement and standards\*

Preview Mode ▼

### Budget requirements:

Funding requested from UWECI should not exceed 70% of the total program budget. And 30% of agency budget.\*

Preview Mode ▼

**Step 8:** Review all agency information entered and click 'Complete Registration'.

Once your registration is completed, you will be able to print your confirmation page.

Agency registrations will be Auto-Approved.

Click next to be taken to your agency home page. Letter of Intent is in the left column.

**UNITED WAY OF EAST CENTRAL IOWA**

- Home
- Agency Profile
- Contacts
- Program Profiles
- Agency Email History

**Community Impact Partner Fund**

FY2027-FY2029 - Letter of Intent  
UNITED WAY OF EAST CENTRAL IOWA

**Funding:** Submission of this letter indicates an organization is interested in full participation in the United Way of East Central Iowa FY2027 - FY2029 funding process and would like to be invited to submit an application for the Community Impact Partner Fund. The Women United Fund for Access to Women's Healthcare can be applied for within the Community Impact Partner Fund. This fund is dedicated to providing patient navigation and to reduce barriers to women's overall health.

**Process:** Letters of Intent will be reviewed by UWECI staff and invitations to apply will be sent by November 24th, 2025. Directions for Submitting the Request for Proposal will be given at this time.

**Apply / Report**

Community Impact Partner Fund

FY2027-FY2029

**Letter of Intent**

**Resource Center**

- Training Resources (1)
- Application Resources (3)
- Data Reporting Resources (1)
- Accountability Review (2)
- EFSP (2)

**LETTER OF INTENT INSTRUCTIONS**

**Please review before completion.**

1. Read the instruction box to the right [Assign Programs to this Letter of Intent](#).
2. Assign program(s) by clicking on [Create a New Program and Assign it to this Form Packet](#). **All programs applying for funding MUST be added before submitting application.**
3. Complete Organization Information.
4. Complete Program Information for each program(s).
5. When you are satisfied with your responses on each form (Organization & Program Information), mark it completed by clicking on the [Save My Work and Mark Completed at the bottom of each form](#).
6. Once all programs applying for funding have been added and forms have been completed and are ready to submit a red [Submit This Letter of Intent Now](#) button will appear.
7. A confirmation email will be sent after submitting the Letter of Intent.

Letters of Intent must be submitted no later than **November 17th, 2025 by 12:00pm CST**.

**Late applications will not be accepted.**

**Submission Deadline: November 17, 2025 at 12:00pm CST.**

**Assign Programs to this Letter of Intent**

At least one program is required for this application for funding.

To add a program to this application, select a program from the drop down (if available), or if there is no drop-down displayed, select 'Create a new Program.'

Click the link to 'Create a New Program and Assign it to this Application' to proceed to the Add new program profile page. Do not create duplicate programs.

**Please ensure to click 'Complete Registration' on the Review page to successfully add your program to the application.** When the Program Profile registration is complete, all of the forms for that program will display in your list of forms below.

[Create a New Program and Assign it to this Form Packet](#)

## Signing In

**Step 1:** Enter your username and password

**Step 2:** Click 'Sign In to our Secure Server'

## Agency Site

### UNITED WAY OF EAST CENTRAL IOWA



Please sign in to your account.

Sign In

OR


[Having trouble signing in?](#)

### Forgot Password

**Step 1:** Click 'Forgot your password?' on the agency login page

Agency Site

**UNITED WAY OF EAST  
CENTRAL IOWA**



Please sign in to your account.

**Sign In**


OR

[Having trouble signing in?](#)

**Step 2:** Enter your username and select 'Send Sign In Link'

Agency Site

**UNITED WAY OF EAST  
CENTRAL IOWA**



**Sign In Assistance**

Forgot Your Password? Not a Problem.

**i** Please enter your Username and click the button below to have a One-Time Sign In Link sent to the email address associated to your account. You can decide if you want to change your password or simply use the One-Time Sign In Link to access your account.

**Send Sign In Link**

[Return to Sign In Page](#)

**Step 3:** A temporary password will be sent to the email address associated with your e-CImpact account. Once received, return to e-CImpact within 10 minutes and log in. If you do not see the email in your inbox, check the 'junk' folder. If the email is not in either location, contact Daniel Brunscheen.

## Accessing the Full Agency Site Manual

To access the rest of the e-Clmpact Agency Training Manual, go to the Resource Center located on the lower-left side of the Agency Site home page.

